

Brigham Young University • New Student Employee Information Book

FINANCIAL SERVICES

Trusted Business Partners





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Welcome Page

Welcome to BYU Financial Services! This booklet is intended to help you get set up and settled in, and we hope that you will use it as a reference along with the welcome.byu.edu website. An online version can be found at [finserve.byu.edu/Financial Management/CFO & Controllership/New Student Employee](http://finserve.byu.edu/Financial%20Management/CFO%20&%20Controllership/New%20Student%20Employee) and you can use the links in that version. (Hold down Cntrl while you click the link to open in a new tab.) Please work with your peer mentor and supervisor as you complete the new employee checklist. They can also explain other items in the booklet. You are welcome to contact Lynette Cummings and her student employees with questions too.

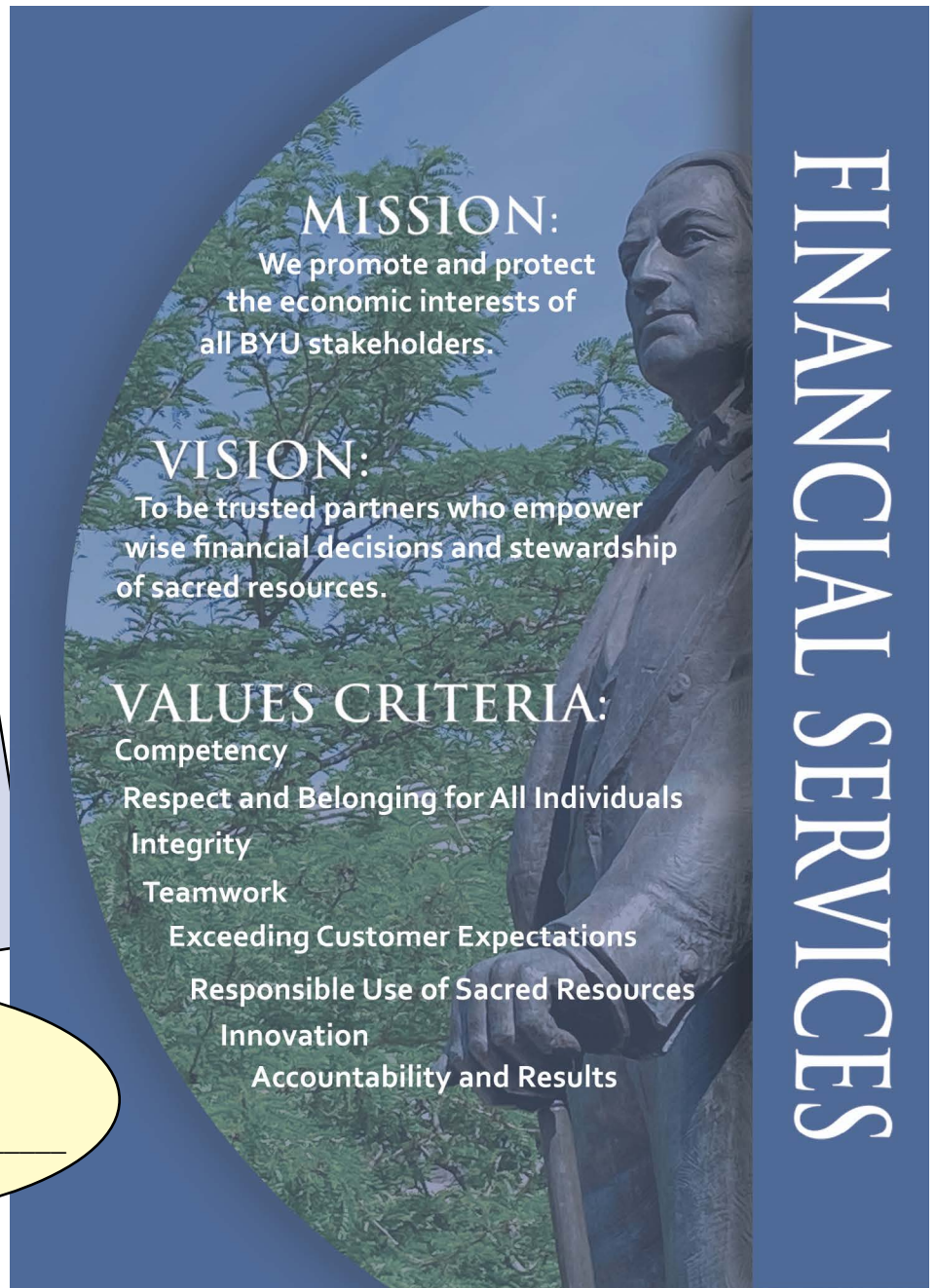
Contact Info:

Lynette Cummings
Administrative Assistant, Financial Services
Email: lynette_cummings@byu.edu
Office: A-153 ASB
Phone #: 2-3662

Lynette's Student Employees
Email: financialservices@byu.edu
Office: A-153 ASB
Phone #: 2-4701

Watch the welcome
to Financial Services
video [here](#).

Your Peer Mentor is:

A graphic for Financial Services featuring a blue background with a circular cutout showing a statue of a man in a suit. The text is overlaid on the graphic. On the right side, the words "FINANCIAL SERVICES" are written vertically in white capital letters.

MISSION:
We promote and protect
the economic interests of
all BYU stakeholders.

VISION:
To be trusted partners who empower
wise financial decisions and stewardship
of sacred resources.

VALUES CRITERIA:
Competency
Respect and Belonging for All Individuals
Integrity
Teamwork
Exceeding Customer Expectations
Responsible Use of Sacred Resources
Innovation
Accountability and Results

FINANCIAL SERVICES

BYU Mission Statement



Mission of the University

The mission of Brigham Young University – founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints – is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

Aims of a BYU Education

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be:

- Spiritually Strengthening
- Intellectually Enlarging
- Character Building
- Leading to Lifelong Learning and Service

For more information
go to aims.byu.edu

New Employee Checklist

1

Direct Deposit and form W-4

All employees are required to set up direct deposit for their paychecks. Please click [here](#) to do that. Click [here](#) to adjust your W-4 information.

Additional information about payroll can be found at <https://finserve.byu.edu/payroll>.

2

Computer Set Up

- Click [here](#) to order email
- Go to software.byu.edu to download software
- Contact the CSRs at 2-7890 to set up Outlook, get access to printers, and download the RingCentral app (look at page 11 for more information on RingCentral)

3

Computer Access

(You may not need access to all of these systems, and you may need access specific to your area that is not listed on the general list below. Discuss this with your supervisor and use the lines below to add additional access you will need.)

- Box – Contact the director over your area for access
- Peoplesoft Financials (read only) – Email lynette_cummings@byu.edu
- Update the manager/contact information for Peoplesoft operating units & depts if applicable
- Student Financials – Email lynette_cummings@byu.edu (name, dept., net ID, access needed)
- HR Peoplesoft – Email lynette_cummings@byu.edu (name, dept., net ID, access needed)
- Business Objects – email rebecca_harrison@byu.edu with new employee's name, net ID, department, and the name of the person they are replacing along with their net ID
- Chrome River, Fast Track, Y-Markplace – Training is located [here](#)
- Transact – click [here](#) for the application
- AIM (Registrar's Office) – enrollment.byu.edu/registrar/aim-access

- _____
- _____
- _____
- _____

In order to get access to student information you will need to complete the FERPA training. This training can be found at ferpa.byu.edu.

4

Building Access

Email katy_clark@byu.edu with your netID to request access to the micromarket and perimeter doors (if needed).

5

Tech Items

Go to oit.byu.edu/employees for information on the following:

- Setting up Duo
- Connecting to WiFi
- Security software
- Available computer software
- Email filter
- Password resets
- And much, much more...

For computer help
contact the CSRs at 2-7890
or OIT at 2-4000.

6

Organize Desk

- Contact Lynette to discuss any ergonomic issues with your workspace
- Contact the custodians at 2-4840 for any cleaning needs

Most office supplies can be found in the supply cupboards in A-153 ASB. There is also a copy room in D-227 ASB where you get paper. If you can't find what you need, Lynette or her student employees can order it.

7

Division Shirt

If you would like a Financial Services polo shirt, please go to the front desk in A-153. We have several shirts to choose from.

8

Required Trainings

Be sure to do the following required training within your first 4 weeks of employment. All BYU employees must complete both trainings once per year. Go to training.byu.edu and look for "University Core Training."

- Sexual Harassment Prevention for Employees
- Information Security and Privacy Essentials

9

Basic Financial Training

To get a basic idea of how BYU financials work, complete the basic financial training found in the Financial Services catalog on training.byu.edu.

Lynette and her student employees will do the following:

- Order a nameplate (when requested)
- Add you to the FS division email list
- Add your email to the division newsletter distribution list

Financial Services will send things to your BYU email, so be sure to look there.

Dress Code

Men

Shirts: Clean & professional

Inappropriate shirts: Sweatshirts, graphic shirts, anything torn/tattered

Pants: Clean & professional

Inappropriate Pants: Shorts, sweats, and wrinkled, worn or tattered pants (no holes)

Shoes: Clean & professional

Inappropriate shoes: Flip-flops, worn/tattered/brightly colored tennis shoes

Hairstyles: Clean & professional

Inappropriate hairstyles: Extreme hair styles or colors, unshaven. No hats.

Women

Shirts: Clean & professional

Inappropriate Shirts: Sweatshirts, graphic shirts, anything torn/tattered, anything revealing

Pants: Clean & professional

Inappropriate Pants: Shorts, sweats, leggings/yoga pants, and wrinkled, worn or tattered pants (no holes)

Dresses and Skirts: Clean & professional

Inappropriate Dresses and Skirts: Anything revealing or that doesn't meet BYU's standards

Shoes: Clean & professional

Inappropriate Shoes: Flip-flops, worn/tattered/brightly colored tennis shoes

Hairstyles: Clean & professional

Inappropriate hairstyles: Extreme hair styles or colors, unshaven. No hats.

Piercings: No more than one per ear

Inappropriate Piercings: Excessive ear piercing and all other body piercings

Supervisors are responsible for determining whether their employees are appropriately dressed for their work environment and position duties. If you have a question about whether or not a particular item of clothing is appropriate for work please ask your supervisor.

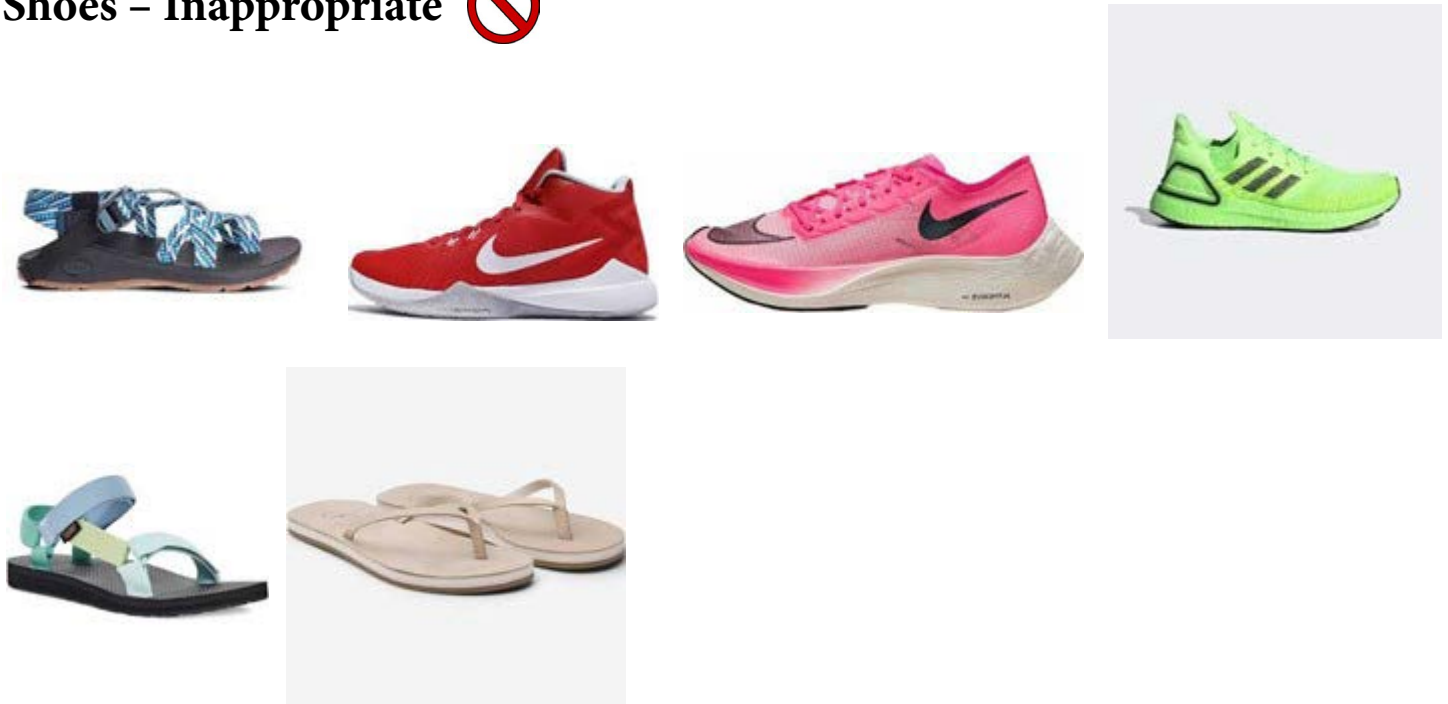
Always maintain a modest, clean, professional look that also complies with BYU's Honor Code.

Examples of Appropriate vs. Inappropriate Clothing Items:

Shoes – Appropriate



Shoes – Inappropriate



Pants – Appropriate



Pants – Inappropriate



Shirts – Appropriate



Shirts – Inappropriate



Phone List

Financial Services

4057 Alan Moose
 7061 Amy Foote
 9766 Andrew Neil
 6218 Andy Cluff
 6590 Ashley Heyborne
 1292 Braden Stohlton
 4259 Brandon Dailey
 4878 Brent Shutt
 4023 Brian Blum
 2929 Cherylann Aamodt
 1538 Chris Shawcroft
 Connor Brown
 2734 Corbin Emerick
 8062 Craig Larson
 7125 Cyndi Sederholm
 8309 Dallin Fredrickson
 5716 Dane Larsen
 7548 David Morris
 8123 David Nichols
 4887 David Paul
 6590 Emily Hardy
 5259 Erik Busath
 6634 Glenda Tolman
 6762 Heather Toponce
 2694 Jake Henderson
 4831 Janelle Wilson Simpson
 2623 Jennifer Lund
 3693 Joel Christensen
 7785 John Leatherwood
 6943 Jon Hardy
 2009 Kali McCleary
 8025 Kathleen Rugg
 6639 Kevin Walker
 2080 Larry McFerson
 1625 Lori Glenn
 8308 Lorile Howard
 3662 Lynette Cummings
 4436 Marshall Chamberlain
 6641 Marva Yapias
 1292 Michael Blackhurst
 6220 Nancy Wilson
 8962 Nathan Dunnigan
 6591 Pamela Wilson
 6630 Paul Larsen
 4703 Rebecca Harrison
 6721 Ryan Wells
 4759 Sabrina Warren
 3784 Salani Pita
 7567 Shannon Kelly
 6221 Shelby Barney
 2004 Sheri Sechler
 7648 Steven Morley
 2914 Tammy Miner
 3707 Temo Altamirano
 5996 Terilee Hutchings
 7694 Tiffany Hawkins

Purchasing & Travel

4028 Alison Lopez
 Annie Jensen
 5125 Annette Landon
 7014 Brian Ewell
 2906 Brian Marks
 7003 Bruce Roden
 0184 Carter Brown
 0548 Cindi O'Neill
 5566 Dean Shupe
 7173 Debbie Hall
 2925 Eric Smith
 4127 Erin Howe
 5636 Galilee Poulson
 4702 Garlan McCoy
 3727 Ginger Miller
 0887 Heather Hughes
 0887 Jaelynn Christensen
 5290 Jake Packer
 0775 Janna Gordon
 7009 Jeff Moss
 3998 Julie Ann Zarbock
 7160 Karen Brereton
 7015 Kelly Taylor
 8009 Kirstin Abbott
 Kristi Nelson
 7129 Kristina Baardson
 3258 Lei Liua
 8026 Lori Sowards
 7036 Lynette McCoy
 3895 Marci McIntosh
 7011 Megan Goodman
 7010 Park Romney
 5060 Paul Anderson
 7313 Paul Buckner
 2920 Peter Esera
 0176 Rachel Gunnell
 7006 Roland Nelson
 0090 Sarah Toller Hoffman
 5645 Shannon Tuckett
 8027 Susan Walters
 3972 Tammy Merrill
 7004 Todd Mortensen
 6152 Trevor Boulter
 3472 Tyler Hansen
 9371 Wendy Baumgarten

Admin VP & CFO

3760 Katy Clark
 3760 Steve Hafen

Departments

ASB Numbers
 4840 ASB Custodian
 4833 ASB Custodian
 4418 Lobby Receptionist

Accounts Payable
 3845 Accounts Payable
 3847 Check Processing

Asset Management
 3418 Asset Mgt Student

Budget Office
 6633 Budget

Financial Services
 4701 A-153 Front Desk
 0241 Fax/A-153 ASB

General Accounting
 6106 Gen Acctg Student

Off Campus Receivables
 7549 Students

Payroll
 8186 Payroll students

Purchasing & Travel
 3872 Purchasing
 3872 Travel
 7311 Cell Phone Office
 5644 Help Desk
 0608 Fax/Purchasing
 0608 Fax/Travel

Regulatory Accounting
 5990 Research Students
 6632 Regulatory Student
 7202 Unclaimed Property
 7100 Tax Students

Student Services
 4104 Admissions
 4104 Discontinuance
 4104 Financial Aid
 2611 Housing (campus)
 4701 Petitions (Tuition)
 2631 Registration
 4104 Scholarship Office
 2650 -Dept & Univ
 5040 -Off Campus
 6434 -Voc Rehab

4104 Student Accounts
 2661 Student Health Ins.
 6741 Study Abroad
 6944 Meal Plans
 8682 Student Svcs Super
 8681 Student Svcs Super
 2653 Bill Oldroyd
 7227 Jane Fonua
 7075 D-148 Receptionist

Student Financial Services
 4580 1098T Questions
 7549 Off Campus Receiv
 3874 Stud Fin Students
 3874 SFS Uploads

Treasury Services
 4759 Agency Accounts
 7806 Deposit Window
 7767 Deposits
 8309 Wire Transfers

Conference Rooms
 4826 Conference Room
 (C-233A)

IT Services
 4000 Computer Support
 7890 ASB Computer Sprt
 1936 Joseph Conner (CSR)
 9596 Mark Wright
 801-360-9191 (cell)
 8353 Eric Hansen
 801-372-0485 (cell)
 Frank Staheli
 801-420-7689 (cell)

Admin Solutions
 7897 Anya Allred
 801-404-0686 (Cell)
 7975 Chad Feilbach
 1126 David Horne
 385-335-0045 (cell)
 8061 Duff Gardner
 6628 Ed McCracken
 1553 Jeff Arnell
 8626 Levi Smith
 7809 Mark Madsen
 801-404-1641 (Cell)
 7803 Patrick Vincent
 801-404-7823 (Cell)

Phone System

Ordering a Phone Line

Ask your supervisor for help setting up your RingCentral phone line.

Click [here](#) to add a student employee to RingCentral if they do not already have an account. If they are being added to a shared line, include the shared phone number and OIT will add them to that phone line.

- If the student has been set up on RingCentral for a previous job, the supervisor can add them to a shared phone line by going to RingCentral.com and logging in to the admin portal. Click on Call Queue Management on the drop down menu and choose "Settings" and then "Call Handling & Members" where you can add and delete people from your shared line.

Click [here](#) to order a RingCentral phone line

- All new employees will need to request a new line and “request a specific extension number” at the bottom of the form. That is the extension being transferred from the previous employee.

Download the Ring Central App on your computer (and cell phone if you choose to use it)

- www.ringcentral.com/download
- Be sure to log on with ‘Single Sign On’ using your netID@byu.edu

Click [here](#) for Ring Central training

Click [here](#) to remove/delete a RingCentral phone line

Click [here](#) to do the following or contact financialservices@byu.edu.

- Change name display on a physical RingCentral phone
- Cancel a RingCentral desk phone
- Make changes to your RingCentral desk phone

Click [here](#) to set up / make changes to voicemail

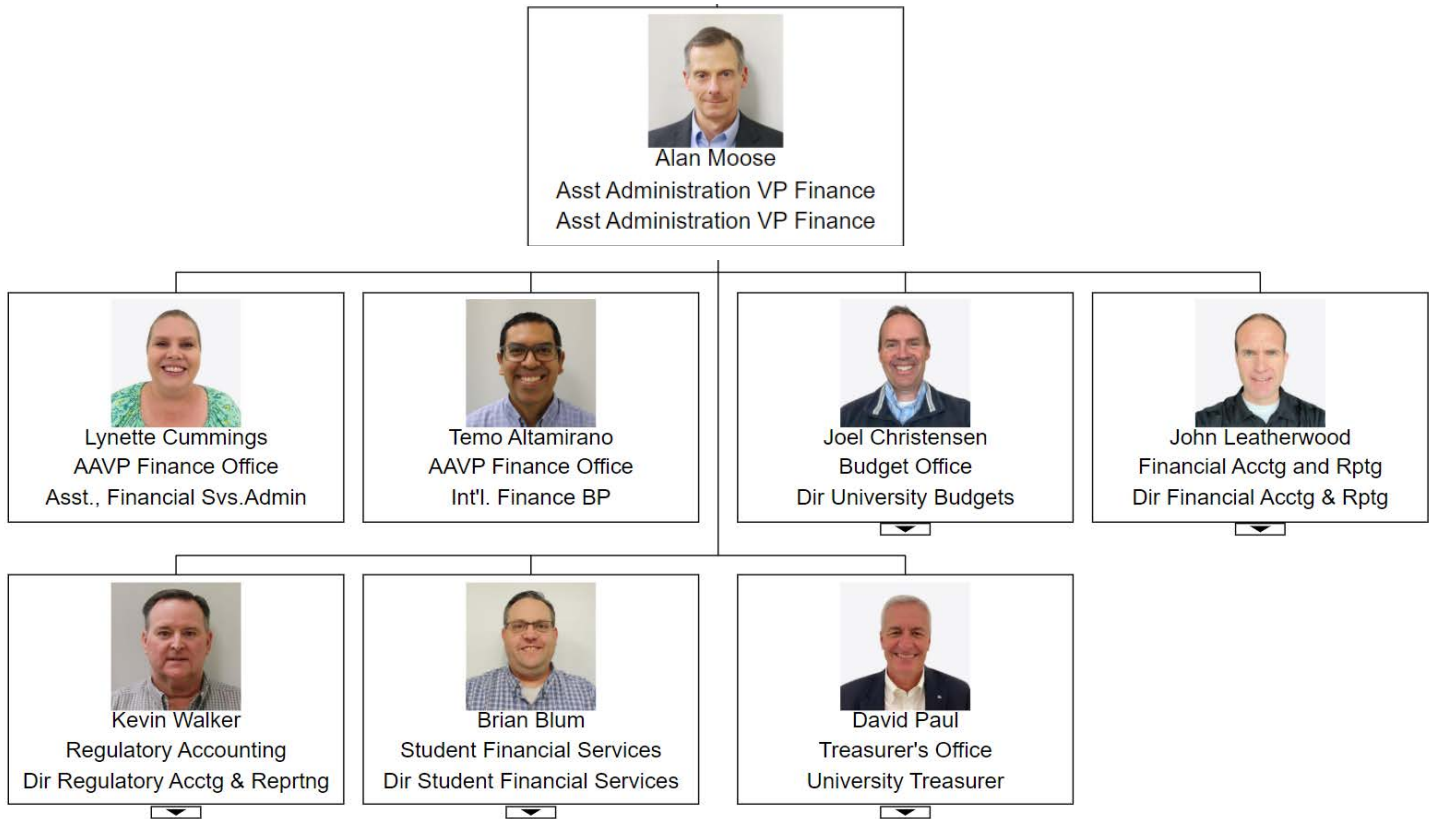
- Connect voicemail to email
- Link the voicemail to a different email account

Answering Devices

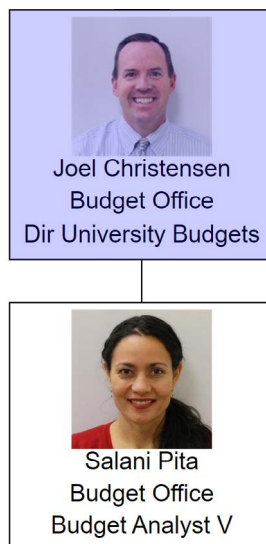
Many student employees use a physical phone, but not all do. If you have a physical phone, you might still want to use the RingCentral app to text or see missed calls. Talk with your supervisor about the best way to answer your phone. Some employees use their cell phone to answer their Ring calls and others prefer to use a device. Please contact Lynette if a device is needed. Student employees use the device shown on the link below.

[Wireless bluetooth earpiece](#)

Org Charts



Budget



Regulatory Accounting



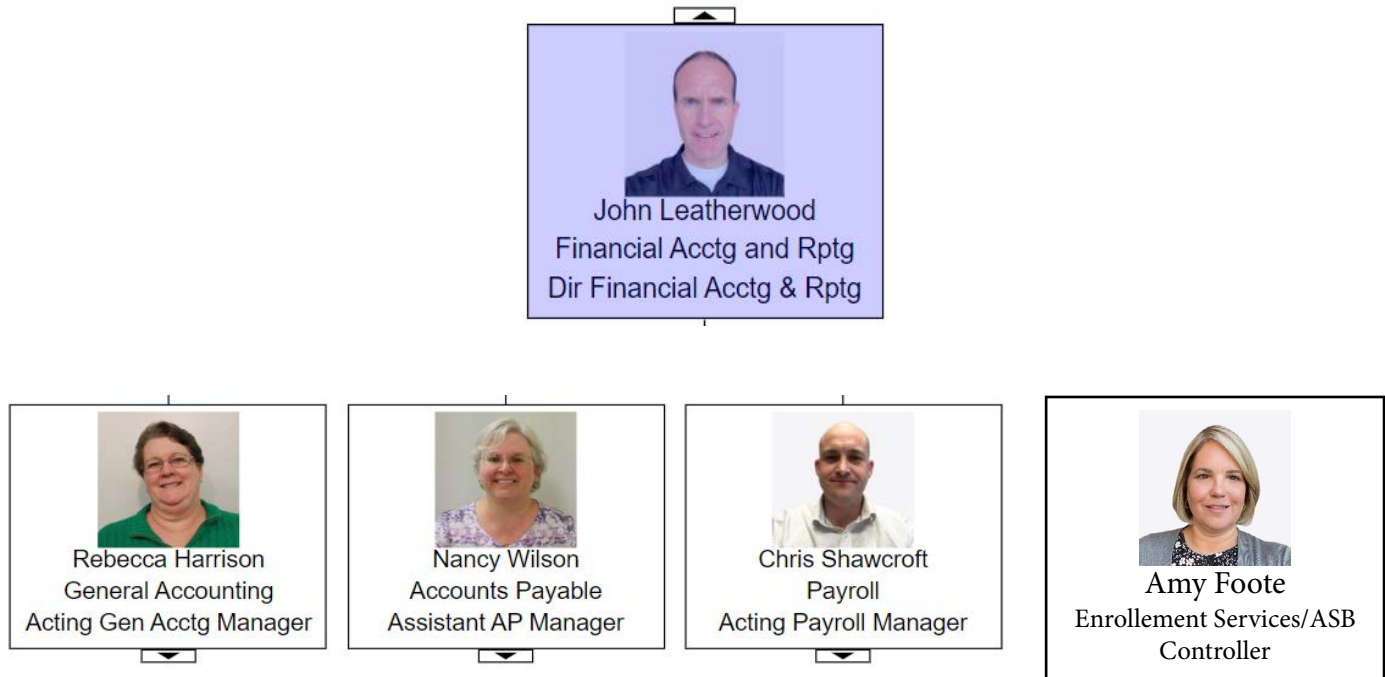
Student Financial Services



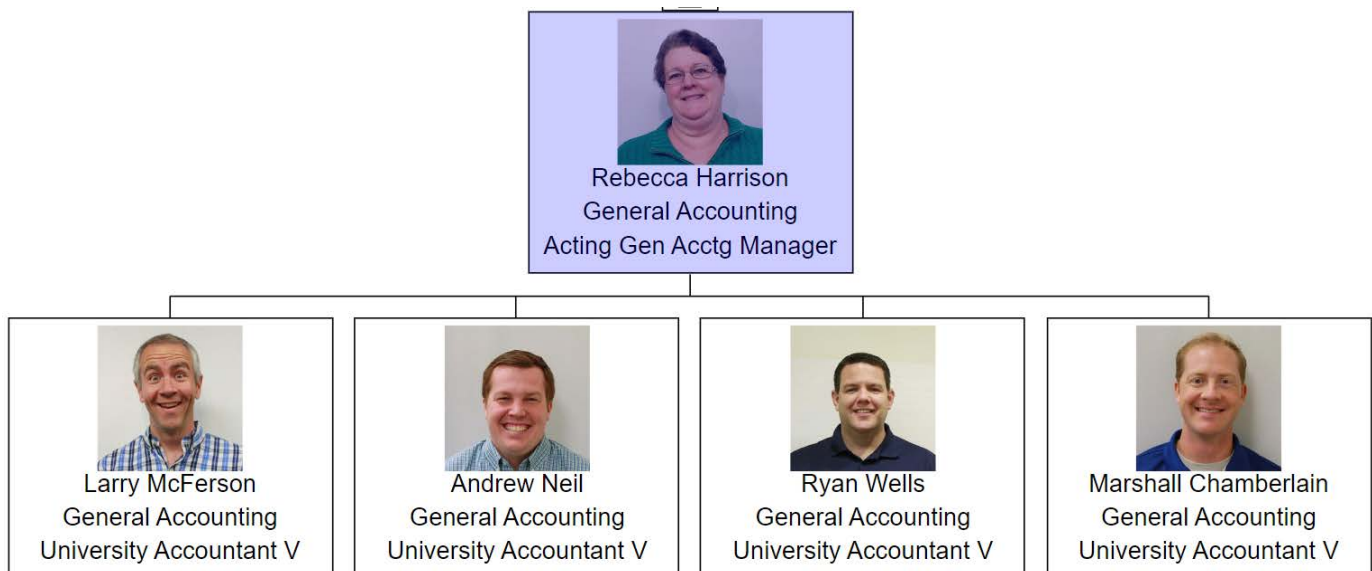
Treasury Services



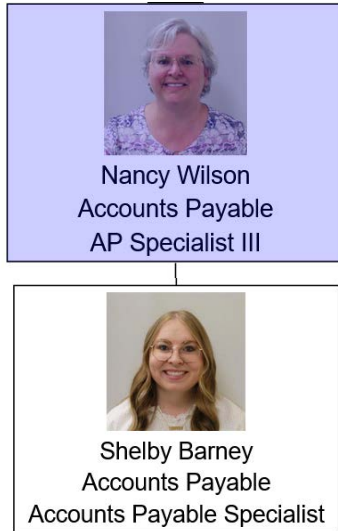
Financial Accounting & Reporting



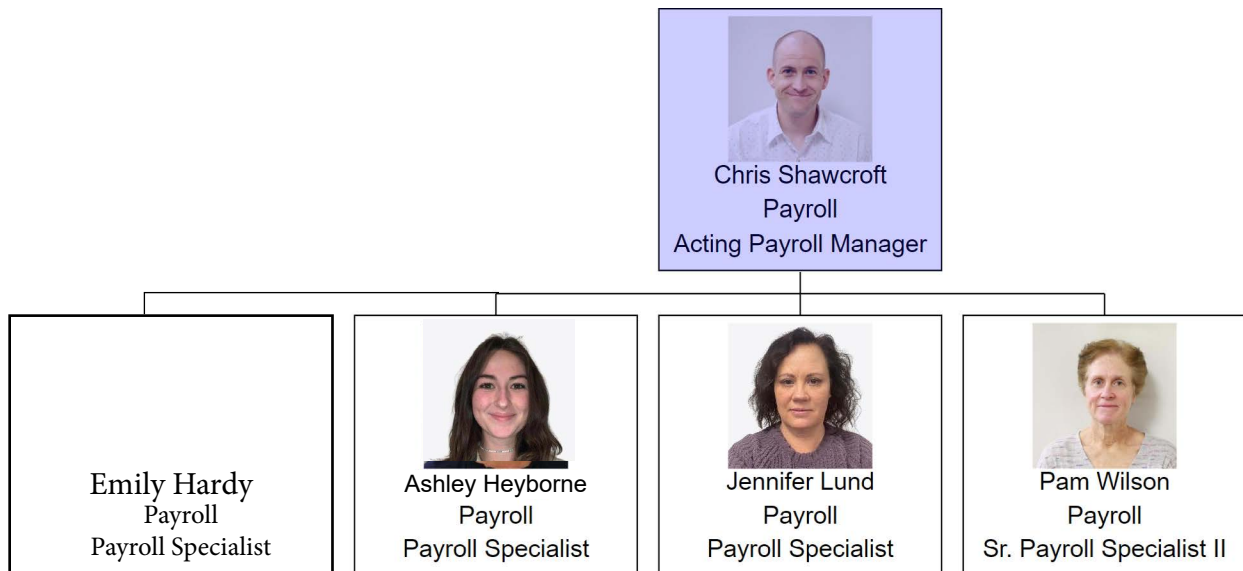
General Accounting



Accounts Payable



Payroll



Office Locations

AAVP Office

Alan Moose (B-355 ASB)
Lynette Cummings (A-153 ASB)
Temo Altamirano (D-208A)

Accounts Payable (B-280)

Nancy Wilson
Shelby Barney

Administration VP (B-346)

Katy Clark
Steve Hafen

Budget (D-208)

Joel Christensen
Salani Pita

Financial Accounting

John Leatherwood (B-353)
Amy Foote (C-148)

Financial Acctg & Reporting (C-249)

Andrew Neil
Larry McFerson
Marshall Chamberlain
Rebecca Harrison
Ryan Wells

Grants & Contracts Acctg (A-261 ASB)

Cherylnn Aamodt
Corbin Emerick
Cyndi Sederholm
David Morris

Program Granite (Crabtree Building)

Andy Cluff
Craig Larson
David Nichols
Shannon Kelly
Mike Blackhurst

Payroll (D-55)

Ashley Heyborne
Chris Shawcroft
Emily Hardy
Jennifer Lund
Pam Wilson

Regulatory Acctg & Reporting (C-233)

Kathleen Rugg
Kevin Walker
Marva Yapias
Sheri Sechler
Terilee Hutchings

Student Financial Services (A-153)

Brandon Dailey
Brian Blum
Glenda Tolman
Heather Topance
Jake Henderson
Kali McCleary
Lori Glenn
Lorile Howard
Tiffany Hawkins

Tax Office (B-280 ASB)

Erik Busath
Janelle Wilson Simpson
Paul Larsen

Treasury Services (A-153)

Braden Stohlton
Brent Shutt
Connor Brown
Dallin Fredrickson
Dane Larsen
David Paul
Jon Hardy
Sabrina Warren
Steve Morley
Tammy Miner

Meet Your Neighbors

To really get to know and understand a place, you need to visit and meet the people. Take your supervisor or peer mentor along for the ride and go to the following locations. Meet the employees and have them tell you what they do in their office. Then have one person sign your sheet. When you have all the lines signed, take your paper to Lynette (or her student employees) in A-153 for a Jamba Juice certificate.

AAVP Office (Front Desk) – A-153 ASB

Regulatory Accounting & Reporting – C-233 ASB

Accounts Payable – B-280 ASB

Student Financial Services – A-153 ASB

Budget – D-208 ASB

Tax Office – B-280 ASB

Financial Accounting & Reporting – C-249 ASB

Treasury Services – A-153 ASB

Grants & Contracts Accounting – A-261 ASB

Alan Moose (Asst. Admin VP) – B-355 ASB

Payroll – D-55 ASB

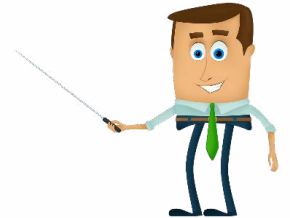


Professional Development

Financial Services encourages employee development. Some options for training are listed below. Sometime in the next few weeks talk to your supervisor about training options and set some development goals.

BYU Training LMS

Access online employment training developed for BYU students, faculty, and staff. There are a variety of courses you can take. To participate just log into training.byu.edu with your BYU netID and password and look for the courses you are interested in learning. If you have any questions about the new system, please email training@byu.edu. Online courses are a great investment in your development!



LinkedIn Training

All BYU Employees have access to LinkedIn Learning. Use Your BYU email to log in. Human Resource Development has a list of recommended courses at hrd.byu.edu/linkedin-training. If you have problems getting in, contact OIT at 2-4000.

Software Training

Learn to use popular software from Adobe, Microsoft, and others. There are a variety of courses you can take. To register visit lib.byu.edu/services/software-training.

Devotional & Forum

Employees are encouraged to attend devotional. They are held on Tuesdays at 11am in the Marriott Center. Go to calendar.byu.edu/devotionals-forums for a list of speakers.

Note: All student employees in Financial Services must clock out and leave the office during devotional.



Student Employment Requirements

Student Enrolled Credits

- Go to hrs.byu.edu/requirements-for-student-employees for information on the number of credit hours you are required to take in order to work.
- Current U.S. Citizen employees who are graduating may work up to 2 weeks after their graduation date.

Affordable Care Act

- Students are required to maintain an average of 28 hours per week during a measurement period.
- Measurement Period:
Current Employees: October – October
New Employees: Hire date-Hire date, after one year it shifts to October – October
- Fall/Winter: BYU policy requires that students work no more than 20 hours per week
- Spring/Summer: Students may work up to 40 hours as long as their average stays below 28 hours a week for the measurement period
- Employees hired during the summer are eligible to work for up to 40 hours as it is anticipated that they will drop to 20 hours per week in the fall which will drop their average for the measurement period.

Note: If an employee quits and is hired in another department or by any entity owned by The Church of Jesus Christ of Latter-day Saints before 6 months is up, they will pick up the average they left off with.

If a student exceeds the amount of hours they are permitted during a measurement period, they will automatically be terminated and will have to wait 6 months before they can be re-hired by any church owned organization.

International Student Employees

Please be very careful to follow the guidelines found at hrs.byu.edu/international-students. Be sure to stay under 20 hours/week. If you have any concerns, please talk to your supervisor or Lynette.

More information can be found at hrs.byu.edu/student-employees.



FS Webpage



Financial Services Web Page

The Financial Services webpage can be found at finserve.byu.edu. A lot of helpful information can be found here including the following:

- Information for Students/Parents
- Information for Student Employees
- Information for Faculty/Staff Employees
- Financial Management Information

Financial Management Information is where you will spend the most time. That is where you will find information on the following:

- Accounting
- Budget
- CFO & Controllership
- Endowments & Gifts
- Grants & Contracts
- Payments
- Payroll
- Receivables
- Tax
- Treasury
- Accounting Calendar
- Contact information
- Forms
- Procedures
- Systems

My BYU Website

Links can be added to my.byu.edu by clicking on the "Add Links" button at the bottom of the page. Some items to add are listed below, but there are many others available. Take a minute and look through them.

- Cougar Cash
- Financial Services
- My Financial Services
- Personal Information
- View Paycheck
- W-2 View/Print, Consent
- University Org Chart
- University Policies/Procedures
- UTA Bus Pass

Things to review:

Who to Contact page located at finserve.byu.edu/contact

Procedures located at finserve.byu.edu/procedures

Policies

This is a list of policies used by Financial Services, and it is recommended that you review them. These and all university policies are found at policy.byu.edu. Be sure to check out the procedures.

Those where Financial Services is the “Responsible Office” include:

- o [Accounts Receivable Policy](#)
- o [Asset Write-Off Policy](#)
- o [Budget Policy](#)
- o [Business Gifts and Entertainment Policy](#)
- o [Cash and Cash Equivalents Policy](#)
- o [Check Cashing Policy](#)
- o [Disposition of University Collections Policy](#)
- o [Financial Accounting Policy](#)
- o [Independent Contractors Policy](#)
- o [Inventory of Products and Supplies Policy](#)
- o [Meals and Hosting Policy](#)
- o [Memberships, Dues, and Subscriptions Policy](#)
- o [Merchant Credit Card Policy](#)
- o [Moving Policy](#)
- o [Payroll Policy](#)
- o [Sales Tax Policy](#)
- o [Tuition and Fees Policy](#)



HR and others to also become familiar with are:

- o [Administrative and Staff Employment Policy](#)
- o [Administrative and Staff Employee Leaves Policy](#)
- o [Administrative and Staff Employee Discipline Policy](#)
- o [Administrative and Staff Employee Grievance Policy](#)
- o [Advertising, Selling, Soliciting Policy](#)
- o [Catering and Food Distribution Policy](#)
- o [Compensation Policy](#)
- o [Conflict of Interest Policy](#)
- o [Employee Termination Policy](#)
- o [Employee-Vendor Policy](#)
- o [Fraud Policy](#)
- o [Financial Conflict of Interest in Sponsored Research Policy](#)
- o [Legal Documents Policy](#)
- o [Out-of-State Work Policy](#)
- o [Post-retirement Employment Policy](#)
- o [Purchasing Policy](#)
- o [Risk Management and Safety Policy](#)
- o [Staff Overtime Policy](#)
- o [Student Employment Policy](#)
- o [Supplemental Compensation for Administrative Employees Policy](#)
- o [Surplus Property Policy](#)
- o [Travel Policy](#)
- o [University Fund Raising Policy](#)
- o [University Personnel Tuition Policy](#)
- o [Workweek for Employees Policy](#)

Y-Time

Navigate to training.byu.edu and go to the Financial Services catalog. Enroll in and complete the following trainings.

- Adding Y-Time for Mobile
- Using Y-Time for Mobile

You can contact your Y-Time Manager to make corrections. They can also answer any questions you may have.

All student employees should ONLY punch in or out inside the ASB. If you forget to punch, wait until the next time you come to work and punch in/out at the correct time. After you punch again, the app will allow you to add your missed punch. If you have issues, please work with your time manager.

Breaks – Employees are entitled to one break for each 4-hour shift. Employees should not clock out for breaks shorter than 20 minutes.

Acronyms

- 1042-S** – Foreign Person Tax Form
1098-T – Tuition Tax Form
AP – Accounts Payable
AR – Accounts Receivable
BAC – Budget and Appropriations Committee
BISC – Bank Information Security Compliance
BOB – Business Objects
CBO – Church Budget Office
CES – Church Educational System
CNA – Capital Needs Analysis
COL – Collections
CSR – Computer Support Resource
CUBS – Church Unit Banking System
ECSI – Third party loan processor
ERP – Enterprise resource planning
F&A – Facilities & Administrative Costs: overhead costs charged to award sponsors to cover indirect costs (i.e. electricity, laboratory space, custodial, etc.)
FACTA – Fair and Accurate Credit Transactions Act
FAR – Federal Acquisition Regulation: rules regarding Federal government procurement
FERPA – Family Educational Rights and Privacy Act
Fin Aid – Financial Aid
FRA – Financial Responsibility Agreement
FS – Financial Services
FT – Full-Time
FTE – Full-Time equivalent
GCA – Grants & Contracts Accounting (Research Accounting)
HIPA – Health Information Privacy
IROP – Internal Record of Purchase (PDF receipt for CUBS/MME)
ITD – Information Technology Development
ITI – Information Technology Infrastructure
ITS – Information Technology Software
JE – Journal Entry
LDSP – LDS Philanthropies
LMS – Learning Management System
LOC – Letter of Credit: given to BYU to obtain reimbursement of \$ spent from various Federal Agencies
MFC – My Financial Center
MME – Money Movement Engine
NACUBO – National Association of College and University Business Officers
NRA – Non Resident Alien
OCR – Off Campus Receivables
OCS – Off Campus Scholarships
OGC – Office of General Council
OIT – Office of Information Technology
OMB – US Office of Management and Budget
PCI – Payment Card Industry
PI – Principal Investigator: lead researcher on a sponsored research project
PMS – Payment Management System: used by HHS, NASA, USDA and BYU to receive funds and report to Federal Agencies
PS – Peoplesoft
PT – Part-Time
RAO – BYU's Research Administration Office
RPA – Robotic Process Automation
SDM – Service Delivery Model (Workday)
SDR – Semi-annual Department Review
SFS – Student Financial Services
SHP – Student Health Plan
SOL – Statute of Limitations
STL – Short Term Loan
SUA – Single Use Account
UBIT – Unrelated Business Income Tax
UG – Uniform Guidance: Regulations from the US Office of Management and Budget that govern federally sponsored awards.
UI – User interface
WACUBO – Western Association of College and University Business Officers
- Acronyms for Common Sponsors of Research Projects:**
DED – US Dept of Defense
DOE – US Dept of Energy
DOI – US Dept of the Interior
DOJ – US Dept of Justice
DOT – US Dept of Transportation
ED – US Dept of Education
HHS – US Dept of Health and Human Services
NASA – National Aeronautical and Space Administration
NIH – National Institutes of Health
NSA – National Security Agency
NSF – National Science Foundation
USGS – US Geological Survey
USDA – US Dept of Agriculture
VA – US Dept of Veterans Affairs

BYU

Evacuation Plan

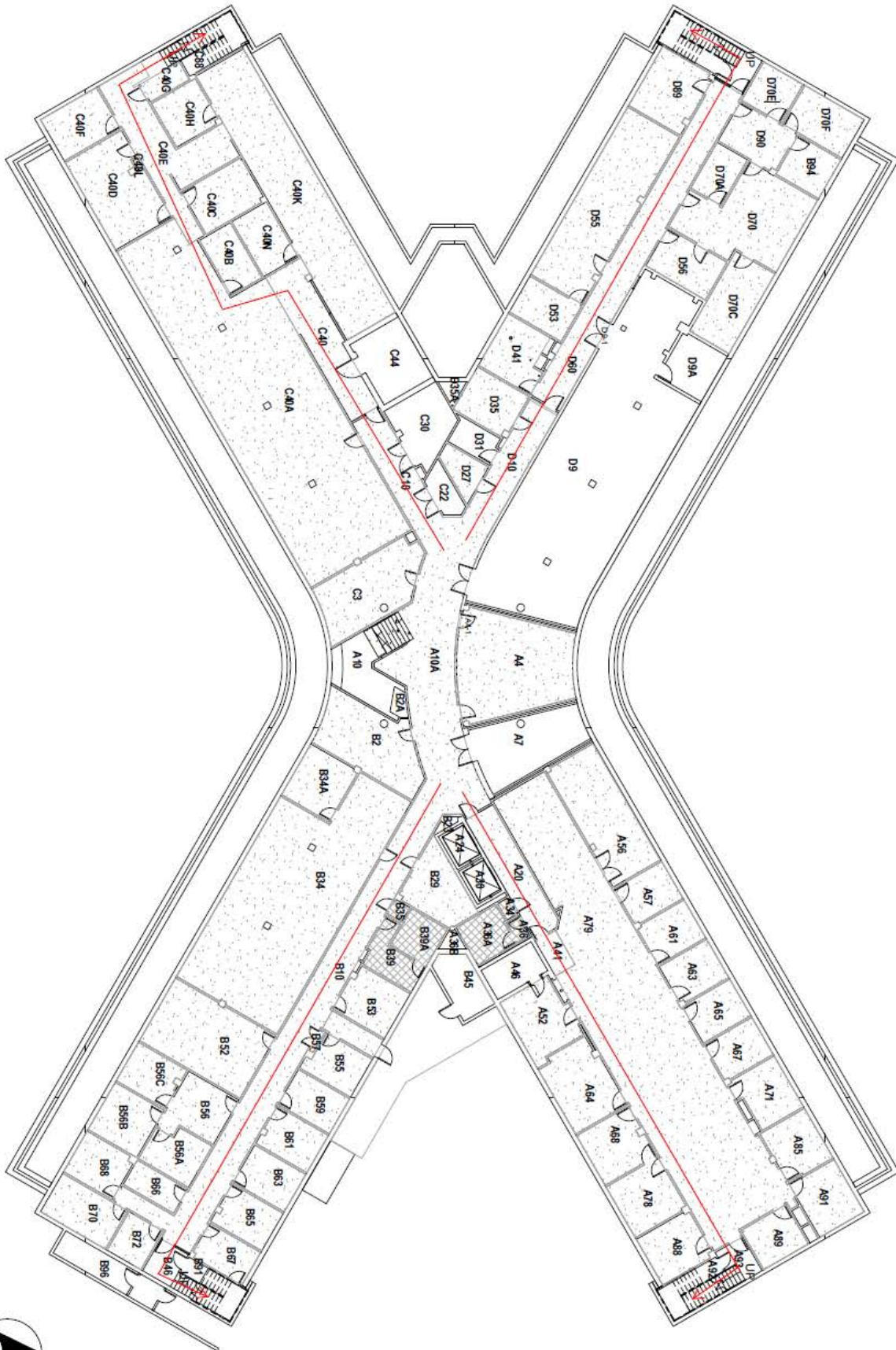
ASB General Evacuation Instructions

1. Emergency Coordinators should identify individuals who may need special assistance in evacuating from the building. Have a plan for specific needs. (The Emergency Coordinator for Financial Services is Lynette Cummings.)
2. The evacuation will be initiated by the sounding of the building fire alarm.

Please follow the steps below:

- Immediately exit the building following the evacuation route for your floor and office as indicated on the included floor plans. Assemble at your organization's indicated location (see page 30).
- Organizations with special requirements must follow their own established procedures. For example, secure all cash before exiting. If this is a real emergency the special procedures shall be suspended and exiting should be immediate.
- If possible, assigned Emergency Coordinators should make sure area is cleared before exiting.
- Emergency Coordinators should carry a list of all personnel in their areas (including student employees). This list will be used to account for all organization members once all are in the designated assembly areas.
- Once all personnel have arrived at the assembly area, the Emergency Coordinator will take role from the employee list and provide it to the Emergency Supervisor who will be located at the fountain directly north of ASB and wearing an orange vest.
- When all roles have been turned in to the Emergency Supervisor, a verbal all clear will be given and personnel may return to their offices.





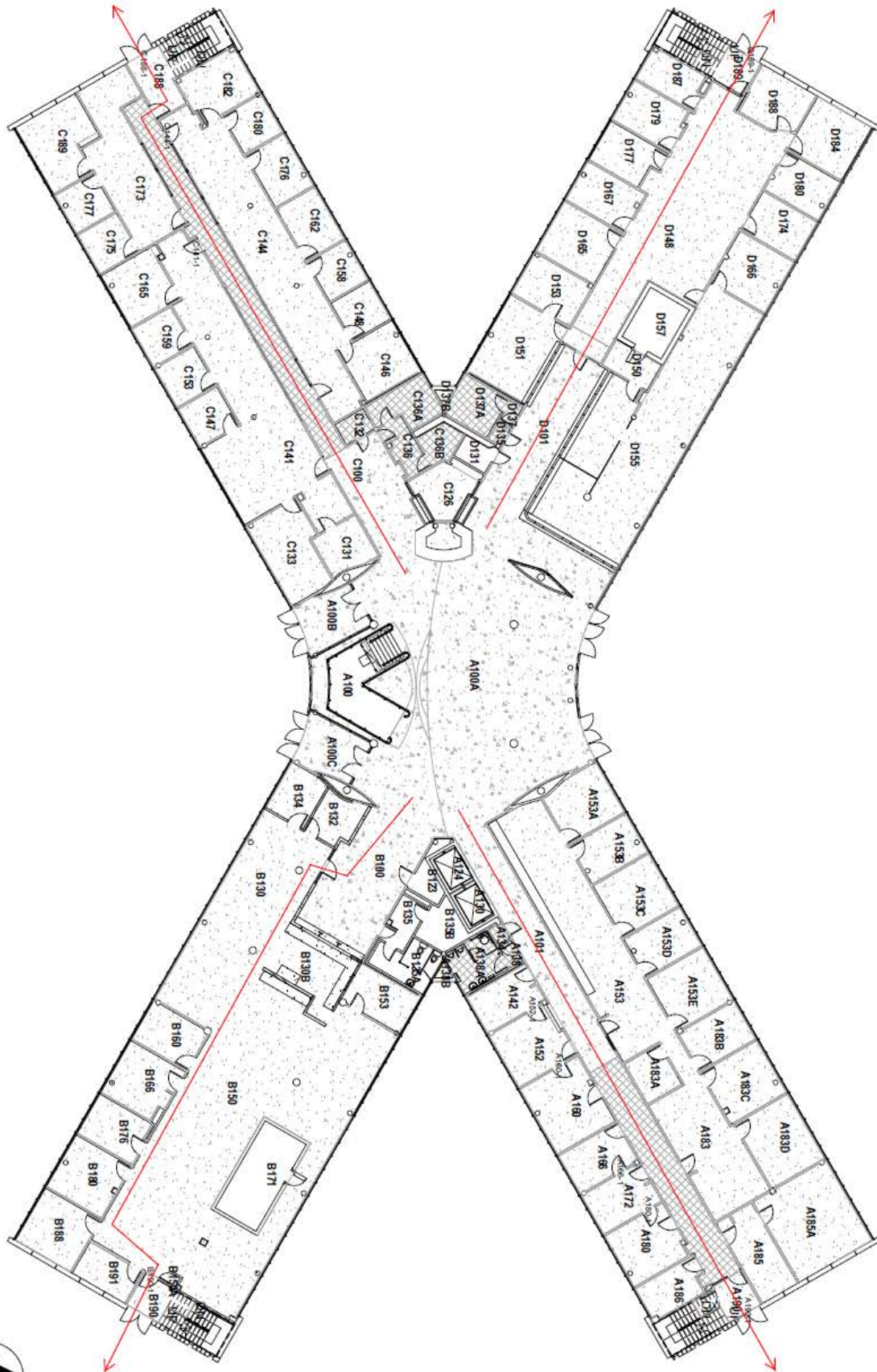
1" = 20'-0"



FACILITIES PLANNING	REVIT DATABASE
240 BRWB PROVO, UT 84602	7/1/2014
PHONE: (801) 422-5504	4:06:12 PM

BRIGHAM YOUNG
UNIVERSITY

ASB
Basement



1" = 20'-0"

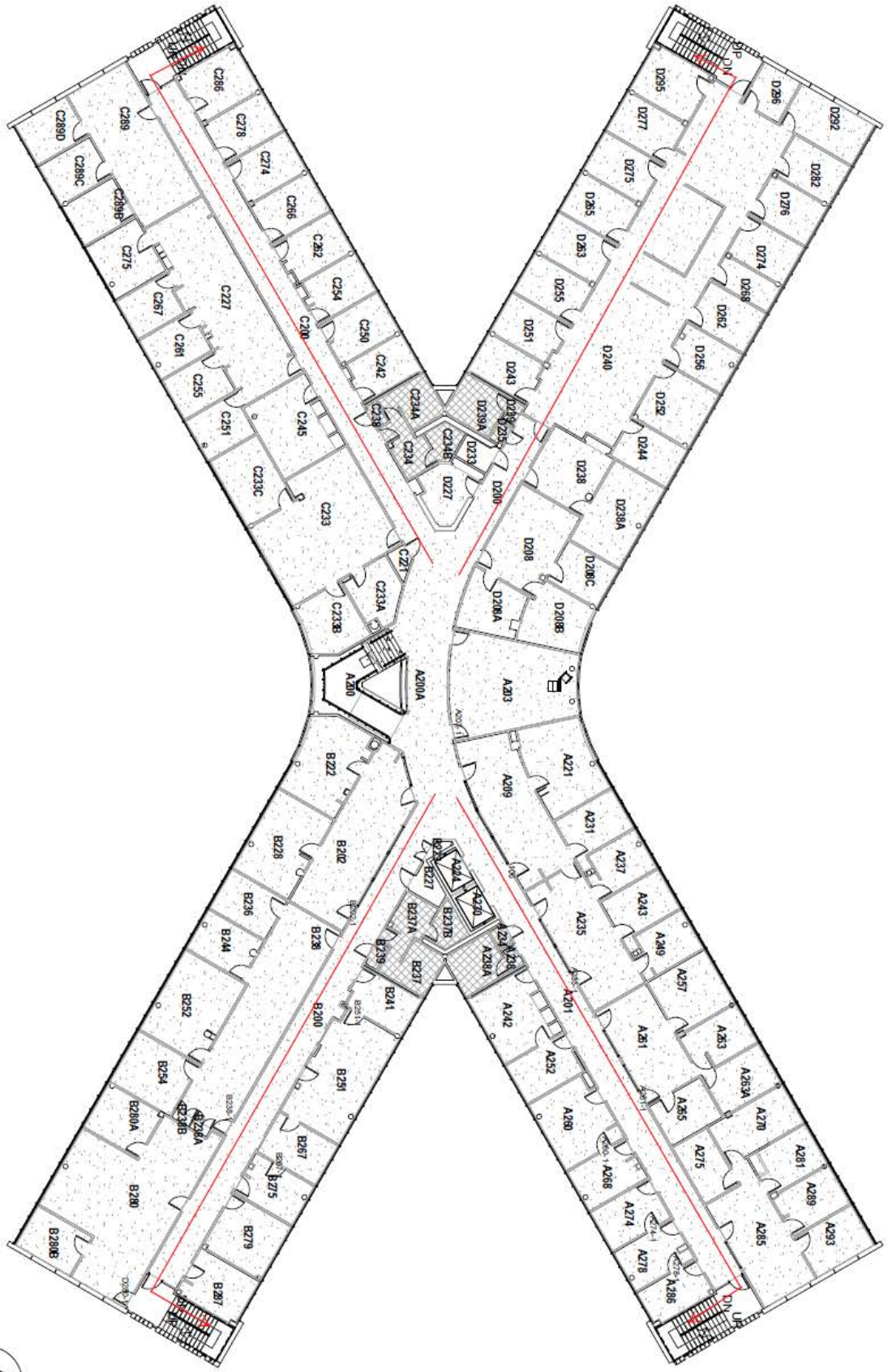


FACILITIES PLANNING
 240 BRWB PROVO, UT 84602
 PHONE: (801) 422-5504

REVIT DATABASE
 7/1/2014
 4:05:35 PM

BRIGHAM YOUNG
 UNIVERSITY

ASB
 1st Floor



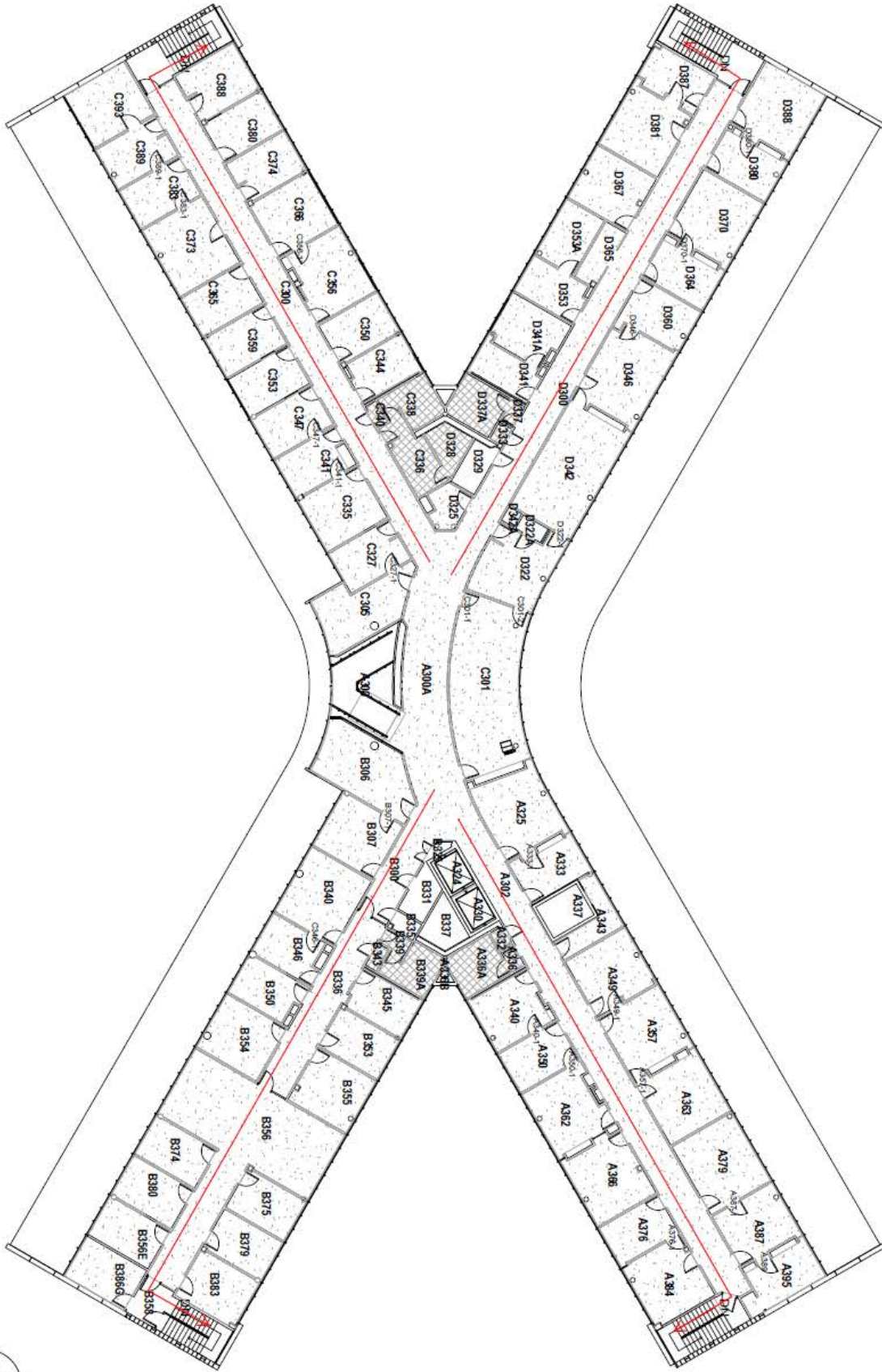
1" = 20'-0"



FACILITIES PLANNING	REVIT DATABASE
240 BRWB PROVO, UT 84602	7/17/2014
PHONE: (801) 422-5504	4:54:52 PM

BRIGHAM YOUNG
UNIVERSITY

ASB
2nd Floor



1" = 20'-0"



FACILITIES PLANNING	REVIT DATABASE
240 BRWB PROVO, UT 84602	7/1/2014
PHONE: (801) 422-5504	4:06:00 PM

BRIGHAM YOUNG
UNIVERSITY

ASB
3th Floor

EVACUATION ASSEMBLY AREAS FOR ASB PERSONNEL

Based upon your department, assemble in the locations indicated by the numbers below and shown on the attached map. Until the accounting is completed and the all clear is given, please remain in your designated assembly location.

DEPARTMENT ASSEMBLY LOCATION

PLANNING & ASSESSMENT	1
CUSTODIANS	2
MAIL ROOM	2
GENERAL COUNSEL	4
ORCA & TECHNOLOGY TRANSFER	5
FINANCIAL SERVICES & ADMINISTRATIVE SOLUTIONS	6
HUMAN RESOURCES	7
SAAS	8
OFF CAMPUS HOUSING	9
PURCHASING & TRAVEL	10
COMPLIANCE AND AUDIT	11
UNIVERSITY COMMUNICATIONS	12
PRESIDENT'S OFFICE & VICE PRESIDENTS' OFFICES	13

